

11 April 1967

CENTRAL INTRILLIGENCE GROUP

BRETTERCS BRANCH, ORE

Statement of Mission

To be the repository for all intelligence and intelligence information to be permanently filed by CIG, to maintain records of all available intelligence sources, intelligence information and intelligence; to provide a reference library for CIG; and to establish, in coordination with OCD, precedures for utilisation of its materials and estalogues by other agencies.

OFFICE OF THE CHIEF

The Office of the Chief will:

- l. Establish the central reference activities for CIO, and maintain appropriate liaisem, administrative and policy making activities.
- S. Notablish a machine operations center for recording and filing intelligence information and intelligence in a readily accessible state for later listings, tabulations and statistical reporting by machine research techniques.
- 3. Establish a central reference repository for intelligence documents and materials including library facilities for CIG.
- 4. Establish central record files of the actual location of all available potential intelligence sources and existing intelligence documentary materials posterining to the national security (whether immediately accessible within CIG or smallable elsewhere).
- 5. Represent the Reference Branch in all major inter-office and interagency coordination, coordination and functional activities.

RESCUETVE STAFF

The Executive Staff will:

- 1. Coordinate administrative procedures of the Reference Branch, including the establishment of tables of organisation; personnel administration; budgetary space and property and equipment allocations; and security and other regulations.
 - 2. Propage administrative reports for signature of the Chief as required.



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COORIEMINO STAFF

The Coordinating Staff will:

- l. Coordinate the employment of machine facilities and services to satisfy administrative requirements as they develop, and to satisfy intelligence requirements calling for special machine techniques and methods.
- 2. Geordinate the establishment of appropriate record files to enable prompt and efficient location of any available documentary material when and as requested.
- 5. Initiate action to secure inter-office and inter-departmental coordination in the fields of foreign intelligence of interest to the Reference Branch.
- 4. Coordinate activities between machine operations and library functions within the Reference Branch.

CONTACT CONTROL MIGISTER

The Contact Control Register will:

- l. Record, by mechine techniques, pertinent information regarding all smallship potential and actual, individual and organizational sources of foreign intelligence within the United States and its possessions, together with information as to any restrictions relative to contacting such sources.
- S. Breard the nature and extent of the foreign intelligence potential of each such source.
- 5. Locate for authorised recipients any recorded source capable of sepplying imbelligence information to satisfy stated requirements.
- 4. Neighbin desciors on all sources to augment the information contained in the machine records and to refine the selectivity of the machine searching technique.
- 5. Supply, upon request of authorised recipients, details of the back-
- 6. Maintain surrent records of security "name checks" of all active or potential sources.
- 7. Insure, where necessary, by appropriate codes the anonymity of each
- 8. Survey the Register at regular intervals to ascertain the scope and extent of the fereign intelligence potential of recorded sources within the United States, and inform authorized recipients of the general capabilities of the Register.
- 9. Frepare statistical reports and calculations on the points of strength and weakness in domestic source occurage, and bring all inadequacies to the attention of appropriate authorities for remedial action.

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CENTRAL INDEX

The Central Index will:

- 1. Index, by business machine procedures, the subject matter of all available reports, and other documents of a foreign intelligence nature, regardless of physical location of such materials.
- 2. Legate and identify upon request all available intelligence materials pertaining to any specific foreign subject or area.
- 3. Analyze the Index at regular intervals to determine superabundance or dearth of swallable documentary foreign intelligence on any subject of interest to the national security, and inform authorized recipients of the results of such analyses.
- 4. Prepare and distribute accession lists of all newly acquired, important fereign intelligence documents.

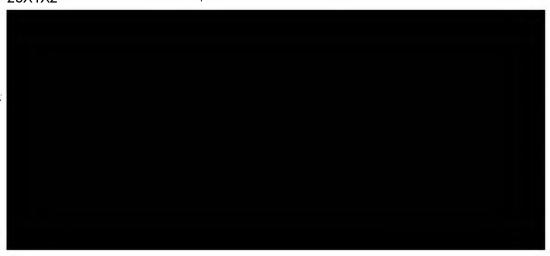
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- 5. Provide, upon request from authorised recipients, complete bibliographies of available intelligence material on any specific foreign subject or area.
- 6. mintain and analyse the svailable special card files acquired from other agencies for listings and statistical intelligence information, within the capabilities and physical limitations of the deference Branch.
- 7. Asquire, code and process available special documentary files within the limits set down by responsible intelligence and research offices, within the capabilities and physical limitations of the Reference Branch.

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INTELLIBENCE DOCUMENTS TIVISION

Intelligence Documents Division will:

- 1. Classify and catalogue all intelligence documents of a foreign intelligence nature available to CIG.
- 2. Maintain one copy each of such documents for permanent reference file and a second copy (when available) for limited loss purposes.
- 5. Establish efficient procedures for the prompt documentation of single copy items upon arrival in the Reference Branch.
 - 4. Initiate the procurement of reference material.
- 5. Provide the Central Index with the cataloguing information required for the preparation of accession list cards.
- 6. Provide the Central Index with classification information and a classification breakdown on every document processed by act.

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GRAPHIC MATRRIALS DIVIDION

Graphic Materials Division will:

- 'l. Operate a central reference and loss file of charts, maps and blueprimts required for intelligence purposes and a complete index of available graphic materials and their location.
- . So Retablish and maintain a central reference and loss file and a single index of evaluable intelligence films throughout the government agencies and alternation.
- 5. Set up a central pictorial records reference and lean file, and produce the required elassification information for maintaining the Central Index machine seconds on evaluable photographs.